

BBC
Main File
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Matters on which Standardisation Committee action is required:

1. Labeling of broadcasts.
2. Method of indicating omissions due to unintelligibility.
3. Method of indicating doubtful words and phrases.

Labeling.

a. "Text" always means full text of a given item, with omissions due to unintelligibility of words and phrases being noted. But - if substantial portions of an item are unintelligible, the product should be labeled "excerpts," with a note as to reason.

b. "Excerpts" means pieces of text. The method should be used solely for space- or time-saving, except as noted above. "Single excerpt": This term is self-explanatory.

c. "Summary": The meaning is obvious. The method is used for condensation purposes or in cases in which reception is so poor as to preclude texting or excerpting. Note. FBIS editors differentiate between a summary which is a paraphrase in direct discourse preserving the grammatical person used by the speaker and the indirect discourse summaries as ordinarily prepared by BBC monitors. These last we distinguish by the label "Editorial Report." It is essential in the case of a "summary" that the monitor make it clear that the monitor is doing the summarizing. It is possible, for example, that a monitor may be summarizing an item which is a radio announcer's summarization of a speech.

d. "Summary with Quotations": This is a summary with textual passages included. These passages are put in quotation marks, and may vary in length from a few words quoted for their significance and whole pages or more.

Method of Indicating Omissions due to Unintelligibility.

Example: (words unintelligible), (two words unintelligible), (short passage unintelligible). But - in cases in which passages of considerable length are unintelligible, excerpting or summarizing with quotations is necessary.

Method of Indicating Doubtful Words and Phrases.

Doubtful or conjectural words and phrases should be put in parentheses. Care should be taken when parentheses are used for orthodox purposes.